



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

POLYGRAPH PROGRAM MANAGER

Job Number: 20000708

Job Code: 24430V161016

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 09/16/2005

Job Revised: 10/16/2016

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides management and technical assistance in planning, implementing and coordinating the polygraph function within the Department of Kentucky State Police. Provides polygraph expertise to Cabinet Secretary, law enforcement agencies, and all polygraph licensees. Oversees Kentucky's polygraph licensing program and ensures polygraph examiners are in compliance.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of experience as a polygraph examiner.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in active military duty or as a Kentucky Polygraph Examiner or as a sworn law enforcement officer will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a certificate of graduation from a school accredited by the American Polygraph Association. Must possess a regular Kentucky Polygraph License. <http://www.lrc.state.ky.us/KRS/329-00/CHAPTER.HTM> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides overall supervision of the Kentucky State Police (KSP) polygraph program. Supervises all KSP polygraph examiners located throughout the state. Assures program compliance with all statutes, policies and procedures. Conducts quality control review of all polygraph examination results conducted by examiners before they are sent to law enforcement agencies, Commonwealth Attorneys and the courts. Provides polygraph expertise and clarifications of polygraph procedures to all examiners within the state. Offers technical advice to agency officials. Determines the necessity of technological upgrades of polygraph equipment required by the KSP examiners statewide. Recommends the purchase of equipment. Conducts research in the polygraph arena to ensure that testing formats and procedures are valid. Provides licensing support to all polygraph examiners, private and government, within the state. Serves as liaison to the Secretary of the Justice Cabinet on all polygraph related licensing issues. Responsible for all documentation to include monies received for polygraph licensures. Supervises the internship of polygraph examiners and intern polygraph supervisors during their one year internship. Monitors and documents all training for continuing education of all polygraph examiners in the state. Administers the polygraph license written examination. Oversees the transition of all polygraph files to state archives. Maintains and/or directs a designee to operate the KSP polygraph database. Maintains contact with all local, state, and national polygraph associations, computerized companies and other entities as required. Ensures the polygraph program is being operated within the polygraph industry standards and the American Society of Testing Materials (ASTM). Performs quality control of polygraph examinations conducted by other law enforcement agencies, and private examiners as requested by the court, prosecutors or police officers. Conducts polygraph examinations and prepares written reports on the results of polygraph examinations.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform work in an office setting. Frequent travel is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.